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**MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS**

17 August 1953

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Acting Deputy Director (Administration)
Personnel Director
Director of Security
General Counsel
Comptroller
Auditor-in-Chief
- Chief of Logistics
Chief, General Services
Chief, Organization and Methods Service
Chief, Medical Staff
Director of Training
Chief of Administration, DD/P
Special Assistant (Administration), DD/I
Chief, Project Administrative Planning Staff
Special Assistant to the DD/A (308 South Bldg.)

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1. Colonel White reviewed Agency budgetary and ceiling developments and their impact upon DD/A Offices. He explained that the Bureau of the Budget and the Chairman of the House Appropriations Committee declined to set a specific Agency ceiling. Informally, however, the Bureau of the Budget had indicated that the maximum in excess of the ceiling figure tentatively set by the Committee should be 700. The Director subsequently adopted the 700 figure. Over and above the on-duty strength of DD/A Offices as of 31 July 1953, an increase of 34 personnel authorizations was allocated to the DD/A organization. However, no fund allocation over what had been previously allotted to the DD/A was made. In order to provide needed adjustment for losses resulting from personnel attrition during July, the ceiling for the Office of the General Counsel and for the Audit Office have been increased by one each and for the Medical Staff by two. The remaining 30 authorizations will be allocated only upon evidence of strong need. In the meantime, for bookkeeping purposes only, these ceiling slots have been added to the Office of the Comptroller. Budget allotments to DD/A Offices for the current fiscal year are based on the on-duty strength as of 31 July 1953.
2. Colonel White stated that the planning base for the 1955 Fiscal Year Budget will be the Fiscal Year 1954 allotments. If the requirements are in excess of these figures, they should be set forth as supplemental budget estimates. The Fiscal Year 1955 budget presentation from each office should incorporate statements of objectives and accomplishments properly keyed to estimates of requirements.
3. Colonel Edwards remarked that the more restrictive allotments would emphasize the need to charge to other Agency offices the costs for certain services performed outside the scope of the regular mission or functions of the DD/A Office concerned. As an example, he mentioned certain requests for security escort service received from project officials. In the future, services of this kind should probably be performed on a reimbursement basis. Colonel White agreed that more thought should be given to charging costs of this character to allotments which were set up to provide funds for such services.
4. From his review of exit interview reports, Colonel White said that it was clear that there were numerous shortcomings in supervisory practices throughout the Agency. He stated that the Personnel Office would distribute to DD/A Offices copies of such reports in connection with personnel who have resigned or been otherwise separated. He urged Office Heads to take all steps necessary to protect the confidential character of these reports. Otherwise, the free discussion by employees being exit interviewed would be seriously impeded. These exit interview summaries were being made available to the offices concerned in order that remedial action could be taken where problems of supervision, working conditions, or other difficulties were disclosed. Colonel White said that exit interviews from military personnel revealed real problems of personnel utilization. A sizeable proportion of military personnel once assigned to CIA would clearly resist subsequent reassignment to the Agency.

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5. Colonel White asked that personnel of DD/A Offices assigned to overseas posts in key assignments be scheduled to talk to him prior to leaving. Also, he said that he wished to see key personnel returning to DD/A Offices from such assignments overseas.

6. Colonel White observed that there would undoubtedly be some feeling that training of personnel in DD/A Offices should be curtailed because of ceiling restrictions. He said that to eliminate participation in training courses would be extremely shortsighted. While it might not be possible to release large numbers of personnel at any one time, careful scheduling to provide training on a continuing basis should be the minimum objective.

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